



BOB RILEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
GREIL MEMORIAL PSYCHIATRIC HOSPITAL
2140 UPPER WETUMPKA ROAD
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JOHN M. HOUSTON
COMMISSIONER

ALLEN L. STEWART, LPC
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
EQUAL OPPORTUNITY EMPLOYER**

<u>JOB TITLE:</u>	Mental Health LPN 12-hour shift 8:00 a.m. to 8:30 p.m.	<u>NUMBER:</u>	10-05
<u>JOB CODE:</u>	N1000	<u>DATE:</u>	3/12/2010
<u>SALARY RANGE:</u>	62 (\$27,120.00 - \$41,258.40)	<u>PCQ#:</u>	8846129
<u>JOB LOCATION:</u>	Greil Memorial Psychiatric Hospital 2140 Upper Wetumpka Road Montgomery, Alabama 36107		

QUALIFICATIONS: Standard High School Graduation, and graduation from a state-approved school of practical nurse education. Some experience in a psychiatric setting is preferred.

NECESSARY SPECIAL REQUIREMENTS: Possession of a certificate of registration as a Practical Nurse issued by the Alabama State Board of Nursing.

KIND OF WORK: Perform technical nursing duties, observing patients closely, dispense medication, check vital signs, perform routine laboratory procedures, maintain records, and appropriate documentation on hospital units as assigned. May be assigned supervisory duties for subordinate personnel. Assignments and instructions will be received from physicians and professional nurses. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of Practical Nursing techniques. Some knowledge of types, symptoms, and treatment of mental illness and physical illness. Ability to follow oral and written instructions. Knowledge of normal vital signs and body functions. Knowledge of specimen types. Ability to establish and maintain working relationships with employees, patients, and the general public. Knowledge of seclusion and restraint procedures.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Application), which may be obtained from this office, other Department of Mental Health and Retardation facility Personnel Offices, or at www.mh.alabama.gov. **Only work experience detailed on the application form will be considered.** Additional sheets, if needed, should be in the same format as the application.

Resumes will not be accepted in lieu of an official application.

Applications should be returned to the Human Resources Department, Greil Memorial Psychiatric Hospital, 2140 Upper Wetumpka Road, Montgomery, Alabama 36107, by March 22, 2010 to be considered for this position.

COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING THE INTERVIEW. AN OFFICIAL COPY OF YOUR ACADEMIC TRANSCRIPTS MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE HUMAN RESOURCES OFFICE AT THE ABOVE ADDRESS.

APPLICANTS BEING GIVEN SERIOUS CONSIDERATION FOR EMPLOYMENT WILL BE SUBJECT TO A BACKGROUND CHECK. DRUG TESTING WILL BE REQUIRED BEFORE AN OFFER OF EMPLOYMENT IS CONFIRMED.

JCO ACCREDITED